

Brookfield Housing Authority
3 Brooks Quarry Road
Brookfield, CT 06804-1052
(203) 775-1403 Fax (203) 740 8714

Thursday, March 17, 2022 Meeting Minutes via Zoom

1.0 **Call to order:** *The meeting was called to order at 6:06 PM.*

In Attendance:

Commissioners:

*Michael Steele - Chairman, Howard Lasser - Treasurer,
Jo-Ann Gargiulo - Resident Commissioner,
Ed Bossio - Commissioner, Patricia Bossio - Commissioner*

Management: *Maria Demarco, Gina Parisi, General Manager,
Matt Fontaine – Controller, DMC*

Pledge of Allegiance to the Flag was omitted due to circumstances.

Participant Comments:

No participants

2.0 **Approval of Minutes:**

Jo-Ann motion to approve, Howard second

3.0 **Treasurer's Report:**

- *Discussion re Fixed Assets, absence prior to DeMarco*
- *Audit late due to oversights, COVID, et al*
- *Inspections not done due to COVID; will be done to spec by June 2020*
- *Discussion re rental increase, not reasonable until units renovated. CHFA needs to be made aware*
- *CHFA releasing last of walkway renovations funds*

4.0 **Property Manager's Report:**

- *Attached*
- *Correction under Occupancy Heading: Unit number for new move in should be 8-3*
- *Discussion re ongoing issue with tenant's refusal to move cars before snow*

5.0 **Commissioner Reports and Updates:**

Chairman:

- Possibility of another commissioner
- Discussion re 501c
- Website needs to be maintained
- Model unit moving forward
- Organizing Meeting so as to divide responsibilities
- Strategic Planning Meetings need to be organized
- Discussion re Contract Amendment with DeMarco to allow for additional services to be rendered as goals change
- Board to study creation file of BHA correspondence and other documents

Secretary:

Resident Commissioner:

6.0 **New Business:**

7.0 **Executive Session:**

8.0 **Adjourn:** Howard motion to adjourn the meeting. Jo-Ann second. Carried. The meeting adjourned at 6:50 PM.

Respectfully submitted by Jo-Ann Gargiulo, Resident Commissioner

Brooks Quarry Apartments
Administrative Report
February 2022

Inspections:

Re-certifications: Completed 99%- 1 still pending – social services have been helping to complete with tenant
Status of work orders – 12 completed workorders.

Waiting List: defer reopening till 2022

Applications:

Occupancy:

- Unit 8-4 -Tentative MI – 3/25/22
-

Administrative:

- Reminder Notice to tenant reminding them to start gathering documents for Recertification. Packets are being put together to distribution for March 2022.

Maintenance:

Rehab Unit- materials ordered to install roll in type shower / tub cut shower, on hold to address issues with 4-2 repairs ** 4-2 the shower area is now being retrofitted to coincide with roll in shower,

Unit 4-2 – Pending Move Out 04/01/22

Update, restoration company was hired, work started on Dec7th, tenant was moved to hotel for temp housing while remediation and rebuilding, The tenant was able to move back to unit on 12/24/21 @ approx. 5pm. The tenant able to reoccupy unit, based on the health dept inspection unit was cleared for occupancy on 12/23/21.

The tenant has been afforded a portable voucher on the request of CHFA/DOH, Effective 12/01/21 valid till 03/30/22. The tenant is working with case management from Western Ct Community Access, as well as working with a relator to find housing that meets her needs.

Property Management has provided the tenant with all requested documentation regarding her current tenancy, as well as documentation for the support animal.

Legal counsel has been contacted to discuss BHA legal responsibility to find housing, per legal, *it is the tenant's responsibility, as she is the only one who knows what the best fit for her based on her medical conditions. A follow up with legal pending the 90-day process (the time she has to find an unit) to then advise of the next actions.*

Update regarding status of move out, tenant indicates she will be out by months end, found apartment, needs landlords verification form completed ..will submit to office .

Brooks Quarry Apartments is an Equal Opportunity Employer and Provider



Brooks Quarry Apartments
Administrative Report
February 2022

Grounds/ Parking: Continued issues with residents not moving vehicles to designated parking spaces for snow removal. Notices to those vehicle owners advising of the policy, with the understanding that future violations can result in having vehicle towed at owner's expense.

Thank you to the Community Room Fairy for decorating the room!

Respectfully submitted,

Gina Parisi, COS

Brooks Quarry Apartments is an Equal Opportunity Employer and Provider

